

IndustrySafe Observations Reporting Guide

This guide describes the process for reporting Observations using the IndustrySafe Safety Management Software.

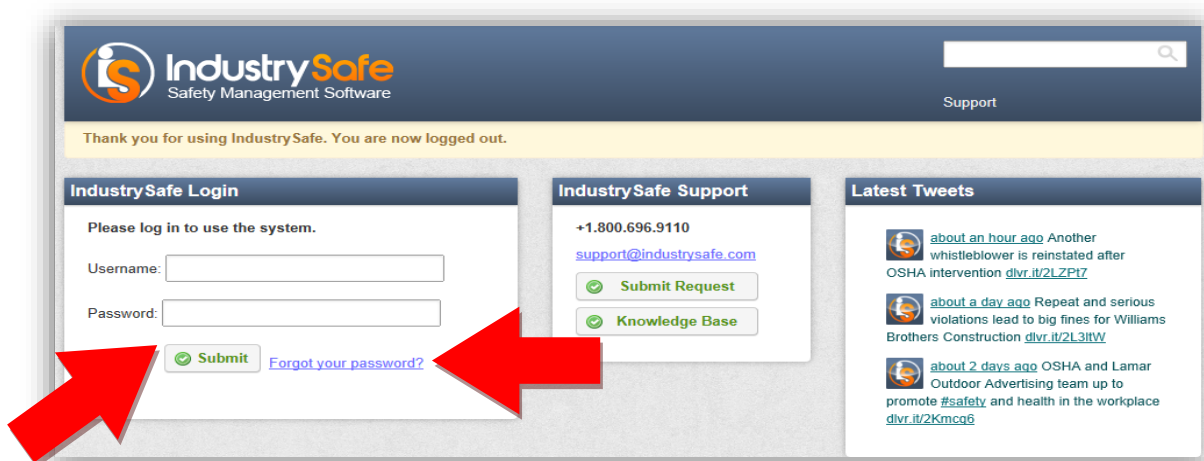
1 Log in to IndustrySafe

1.1 Using your preferred browser, go to <http://www.industrysafe.com>

1.2 Click on the **Login** button at the top right corner of the page.



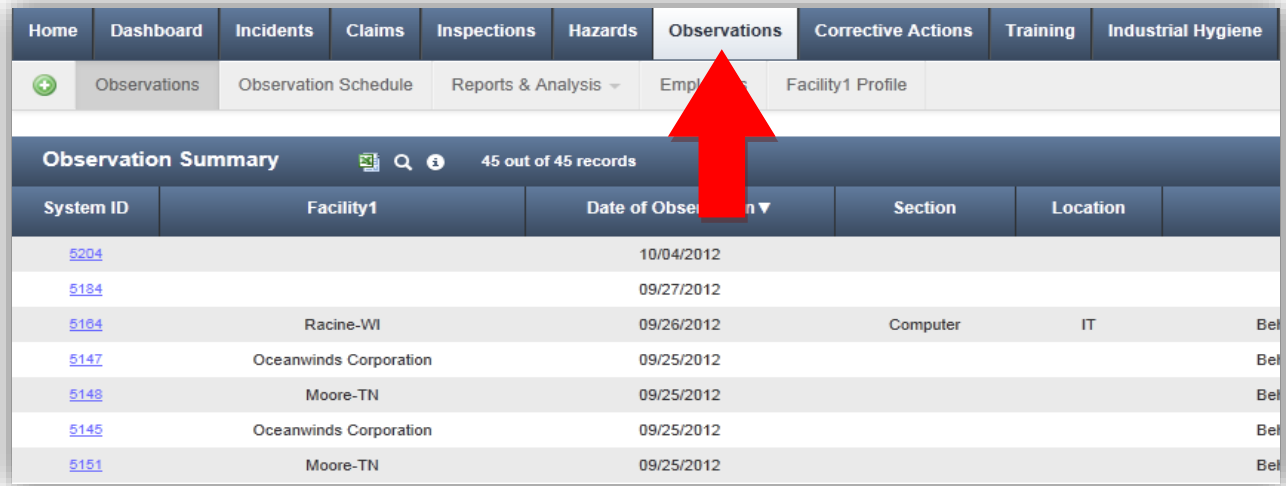
1.3 Enter your username and password and click the **Submit** button.



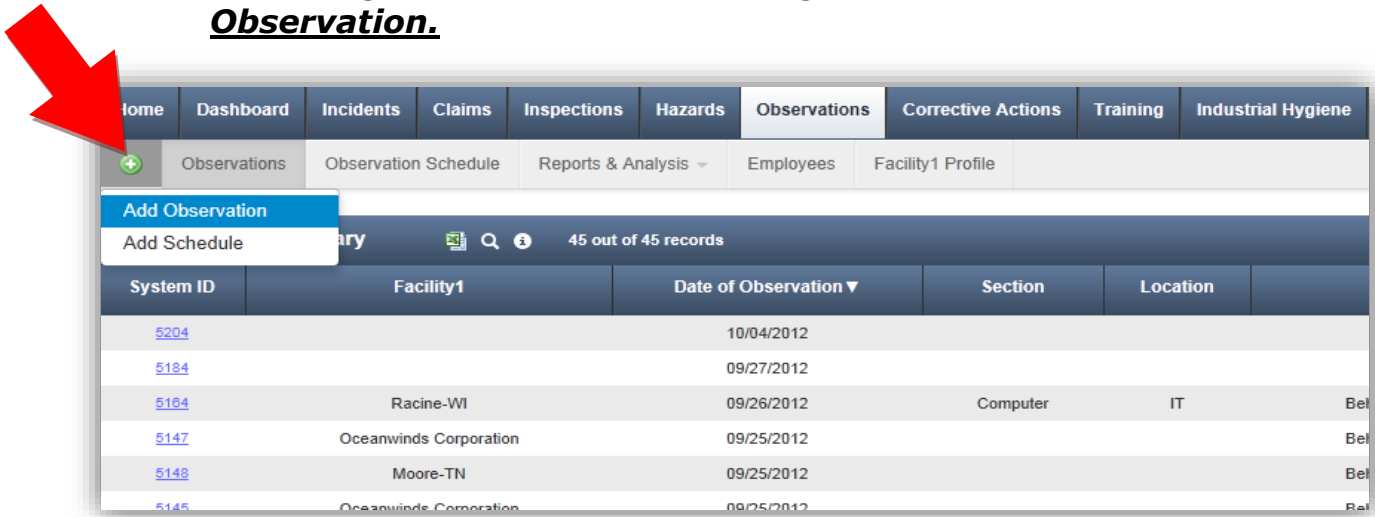
Note: If you forget your username or password, click the **Forgot your password?** button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

2 Open the Observations Module

2.1 Click on the **Observations** tab

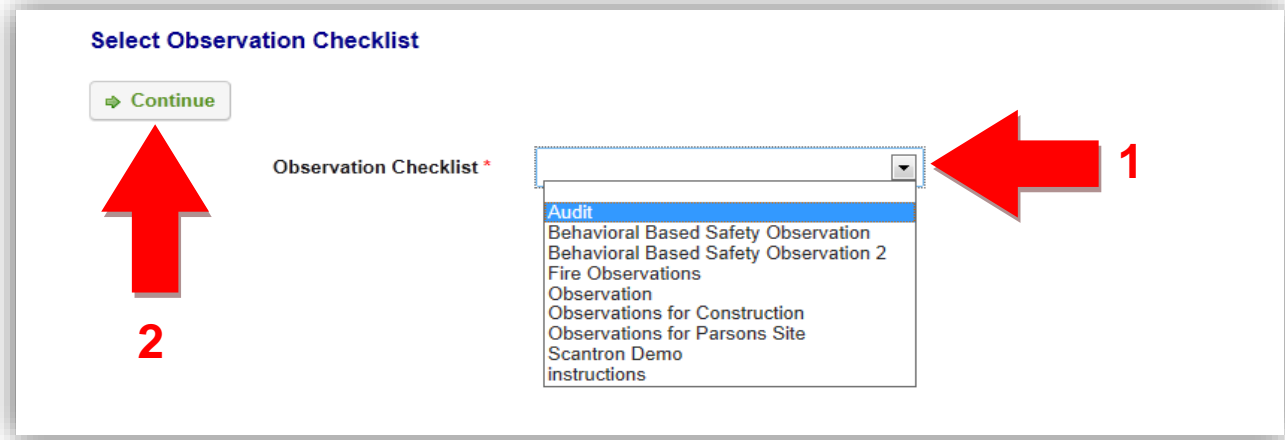


2.2 Click the green and white addition sign icon, and then click **Add Observation**.



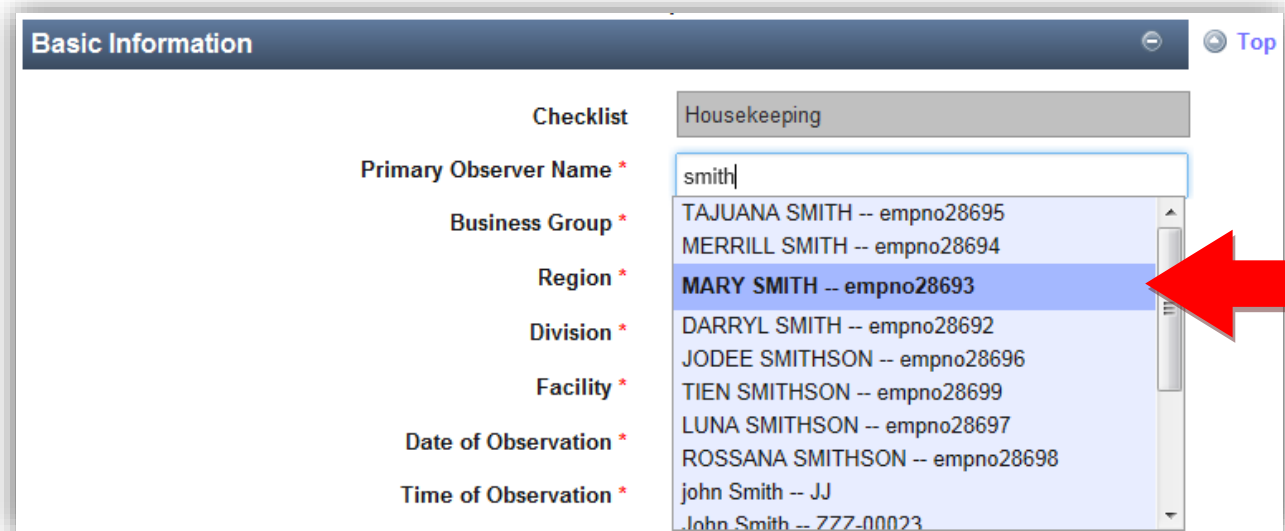
3 Complete the Observation Form

3.1 Select a checklist and then click the **Continue** button.



3.2 Enter the name of the observer

The name of the observer will be automatically filled in with the name of the current user. To select a different observer, clear the name in the Primary Observer Name field and start typing the first or last name to search for the observer. When you find the name, click on it to fill in the person's name and location information if applicable.



3.3 Complete the Basic Information Section

Observation Form: [Save](#) [Close](#) [Print](#) [Print Card](#)

[Basic Information](#) | [Observation Details](#) | [Additional Features](#) |

Basic Information

Client ID

Checklist **Behavioral Based Safety Observation**

Primary Observer Name * **Scott Kaminski**

Other Observer(s)

Business Group1 *

Region1 *

Division1 *

Facility1 *

Facility Type *

Section *

Location *

Date of Observation * 10/24/2012

Time of Observation * HHMM

Length of Observation *

custom field

3.4 Complete the Observation Details section

Observation Details Top

Comment or Follow-Up Actions

Number Required to be Observed	0
Total Observed	0
Observed - Safe	0
Observed - Unsafe	0

Note: The fields shaded in grey will automatically be filled in when the form is saved.

3.5 Complete the checklist

Click on a cell in the Safe or Unsafe (At-Risk) columns to check that item. A one will automatically be entered in each cell that you click on. To record multiple observations for the same category, change the value in the cell to the appropriate number.

Observation Checklist - Behavioral Based Safety Observation								
View All	Ergonomics	Housekeeping	Personal Protective Equipment this is required for this job	Positions	Reactions	Rules & Procedures	Tools & Equipment	incident observation
Subcategory	Safe Act2	Safe Condition4	Follow Up Required	Severity Potential	Areas of Observation	Feedback/Discussion		
Ergonomics								
Desk Position	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Seat Belt	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Housekeeping								
Back	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Cleanliness	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Clutter	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

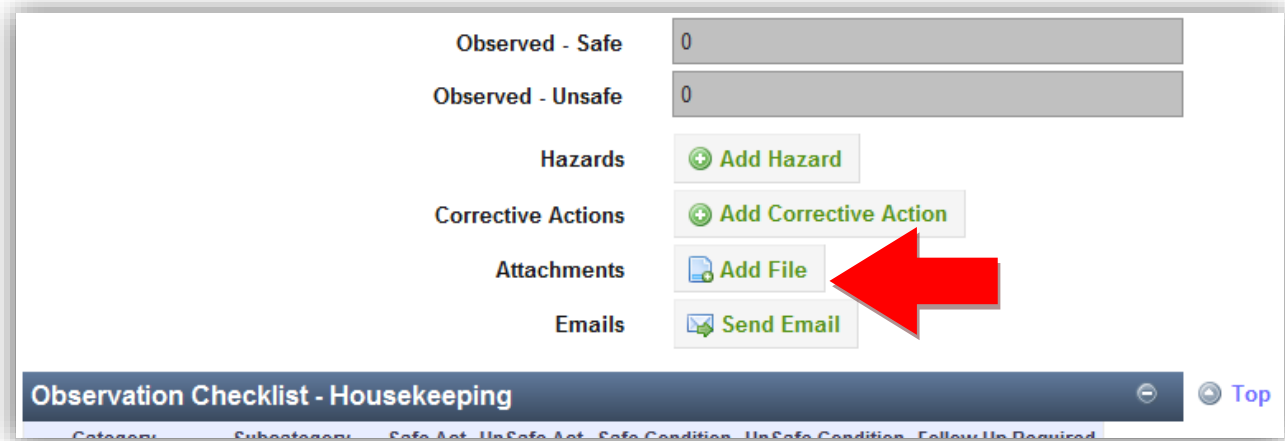
3.6 Save the form.

Tools & Equipment	First Aid Kits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tools & Equipment	Lighting (Yard)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tools & Equipment	Misuse of Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tools & Equipment	Misuse of Tools	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tools & Equipment	Pit Board Condition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tools & Equipment	Seat Belts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Submit** **Print** **Print Card**

4 Additional Features

4.1 To attach supporting documents (Photos, etc.) you can click the **Add File** button.



4.2 To add corrective actions, click the **Corrective Action** button.

